

AUDITING CHECKLIST

4.1 GENERAL REQUIREMENTS

There are no specific questions on the requirement to “establish and maintain” an EMS. Instead, that requirement has been incorporated into each set of supplemental questions. If each set of questions is asked, the auditor will be able to make a fair determination whether or not the organization has indeed established and maintained its EMS.

4.2 ENVIRONMENTAL POLICY

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.2 Management shall define the organization’s environmental policy and ensure that it...

	Conforms (Y/N)
...is appropriate to the nature, scale, and environmental impacts of its activities, products or services;	
...includes a commitment to continual improvement and prevention of pollution;	
...includes a commitment to comply with relevant environmental legislation and regulations, and with other requirements to which the organization subscribes;	
...provides the framework for setting and reviewing environmental objectives and targets;	
...is documented, implemented, maintained and communicated to all employees;	
...is available to the public.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.2 Environmental Policy: Supplemental Questions by Function

	<i>DEPUTY DIRECTOR</i>	OBJECTIVE EVIDENCE
a.	What was your role in the development of the environmental policy?	
b.	Could you describe your role in the review and revision of the policy?	
c.	Is the policy made available to the public? How?	
d.	How is it communicated to the employees?	
e.	How does management ensure continued adherence throughout the Division?	

	<i>EMS REPRESENTATIVE</i>	OBJECTIVE EVIDENCE
a.	What was your role in the development of the environmental policy?	
b.	Under what scenario would the policy be revised?	
c.	How are employees made aware of the policy?	
d.	Is the policy made available to the public? How?	
e.	How is the policy controlled to ensure that only the most current version is available?	

	<i>SENIOR STAFF</i>	OBJECTIVE EVIDENCE
a.	What is the environmental policy of the organization? Where can it be found?	
b.	How has the policy been conveyed to your employees?	
c.	How has the implementation of an EMS affected your operation?	
d.	What does CPR stand for?	

4.2 Environmental Policy: Supplemental Questions by Function (cont.)		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	Does the Division have an environmental policy?	
b.	Where can it be found?	
c.	How was the policy communicated to you?	
d.	How will the EMS change the way you do your job?	
e.	What does CPR stand for?	

NOTES:

DOCUMENTS:

- ☐ Environmental Policy
- ☐ Evidence of management support of the policy (e.g., press release, internal memo, signature on the policy, distribution of the policy).
- ☐ Internal newsletters, memos, etc., that re-enforce the EMS expectations outlined in the policy.

EMS LINKS:

- Environmental Aspects
- Legal and other requirements
- Objectives and Targets
- Training, Awareness, and Competence
- Communications
- Operational Controls
- Monitoring and Measurement/Management Review